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PECB ISO-45001-Lead-Auditor Exam Syllabus Topics:

Topic	Details
Topic 1	• Conducting an ISO 45001 audit: This section of the exam measures the skills of Lead Auditors and covers the execution of an ISO 45001 audit. It focuses on gathering evidence, interviewing personnel, and assessing compliance with OHSMS requirements during the audit process.
Topic 2	• Managing an ISO 45001 audit program: This section of the exam measures the skills of Audit Managers and covers the management of an ongoing ISO 45001 audit program. It focuses on scheduling audits, maintaining auditor competency, and ensuring continuous improvement within the auditing process. One skill to be measured is implementing strategies for effective audit program management.
Topic 3	• ISO 45001 requirements for an OH&S MS – Clauses 4 to 10: This section of the exam measures the skills of Auditors related to specific requirements outlined in ISO 45001 about occupational health and safety management systems. It emphasizes understanding clauses that address context, leadership, planning, support, operation, performance evaluation, and improvement. A skill to be measured is applying ISO 45001 requirements to organizational practices.

Topic 4	• Closing an ISO 45001 audit: This section of the exam measures the skills of Audit Consultants and covers the procedures for concluding an ISO 45001 audit. It emphasizes reporting results, discussing findings with stakeholders, and ensuring follow-up actions are planned.
Topic 5	• Fundamental audit concepts and principles: This section of the exam measures the skills of Internal Auditors and covers the basic concepts and principles related to auditing an OHSMS. It focuses on understanding audit types, methodologies, and the role of audits in compliance and improvement. One skill to be measured is conducting effective audits to assess OHSMS performance.
Topic 6	• Fundamental principles and concepts of an occupational health and safety management system: This section of the exam measures the skills of Health and Safety Managers and covers the essential principles and concepts underlying an occupational health and safety management system (OHSMS). It focuses on understanding the framework for managing health and safety risks to prevent workplace injuries and illnesses. One skill to be measured is identifying key components of an effective OHSMS.

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PECB Certified ISO 45001 Lead Auditor Exam Sample Questions (Q34-Q39):

NEW QUESTION # 34

A trainee audit team leader is being coached by an experienced audit team leader prior to carrying out his first Stage 2 certification audit in the team leader role. They are discussing the typical contents of audit reports and the experienced audit team leader is keen to ensure the trainee understands what such reports should contain.

Which three of the trainee's responses are incorrect?

- A. Audit findings and any related evidence
- B. A copy of the certification body Invoice for the audit
- C. A corrective action plan that add-cross the identified nonconformities
- D. A statement of the audit objectives
- E. Confirmation of the audit scope
- F. A reference to the audit criteria used
- G. The audit conclusions reached
- H. Contact details for all members of the audit team

Answer: B,C,H

Explanation:

Audit reports should provide a clear summary of the audit process, findings, and conclusions based on the defined scope, objectives, and criteria. They do not include administrative details (e.g., invoices) or operational aspects (e.g., corrective action plans).

Analysis of Options:

* A. A copy of the certification body invoice for the audit: Incorrect. Invoices are unrelated to the content of audit reports and are handled separately.

* B. A reference to the audit criteria used: Correct. Audit criteria (e.g., ISO 45001 standards) must be included in the report to define the basis for the audit.

* C. A statement of the audit objectives: Correct. The report must outline the objectives to ensure clarity on the purpose of the audit.

* D. Audit findings and any related evidence: Correct. Findings and evidence are essential to support conclusions and

recommendations.

* E. Confirmation of the audit scope:Correct. The scope defines the boundaries of the audit and must be documented in the report.

* F. Contact details for all members of the audit team:Incorrect. Personal contact details are unnecessary and not typically included in reports.

* G. The audit conclusions reached:Correct. Conclusions summarize the outcomes of the audit, such as conformity, nonconformities, or recommendations.

* H. A corrective action plan that addresses the identified nonconformities:Incorrect. Corrective action plans are the auditee's responsibility and not included in the audit report.

ISO References:

* ISO 19011:2018, Clause 6.7.3: Content of audit reports.

NEW QUESTION # 35

Which three of the following statements about closing meetings are true?

- A. Closing meetings should be chaired by the audit client or their designated representative.
- B. A closing meeting should be held in all instances, irrespective of whether the audit conducted was first-, second- or third-party.
- C. The audit team leader cannot instruct audit team members of their roll at the closing meeting.
- D. The first- and second-party closing meeting must always be documented.
- E. The audit team leader can instruct members of the audit team to attend the closing meeting virtually.
- F. The audit team must meet formally immediately after the closing meeting to consider recommendations for the report.
- G. A closing meeting for a first-party audit is likely to be less formal than the closing meeting for a third- party audit.
- H. The closing meeting represents a final opportunity for the auditee to have the audit report findings changed if they are unhappy.

Answer: E,G

NEW QUESTION # 36

You are in the closing meeting of a second-party audit to ISO 45001. Which three of the following topics are most likely to come for discussion?

- A. Whether the work instructions for a specify auditee OH&S process are focused on efficiency.
- B. The names and email address of a attendees at the closing meeting. The question of who should chair the closing meeting.
- C. nature of the trading relationship that currently exists between the auditee's and auditor's organisations.
- D. The extent to which the auditee Is conforming to the requirements set out in ISO 45001.
- E. Whether the audit has correctly performed in current contracts with other customers.
- F. The extent to which the auditee is conforming to the OH&S requirements contained in supply contracts with the auditing organisation.
- G. The extent of the auditee's documented information system.

Answer: C,D,F

Explanation:

The closing meeting of a second-party audit focuses on the findings, conformance to agreed requirements, and areas for improvement. ISO 19011:2018 provides guidance on closing meetings, stating that the results of the audit, including conformity with criteria, must be reviewed and agreed upon.

Analysis of Options:

* A. The names and email addresses of attendees at the closing meeting:Irrelevant. Attendance details are not part of the audit discussion.

* B. The extent of the auditee's documented information system:While relevant during the audit, it is not typically a focus in the closing meeting.

* C. The extent to which the auditee is conforming to OH&S requirements in supply contracts:

Correct. Second-party audits often assess compliance with contractual requirements.

* D. The extent to which the auditee conforms to ISO 45001 requirements:Correct. The core purpose of the audit is to evaluate conformity to ISO 45001.

* E. The nature of the trading relationship between the organizations:Correct. The trading relationship often shapes the scope and context of second-party audits.

* F. Whether the audit has correctly performed in current contracts with other customers:

Irrelevant. The focus is on the specific audit, not contracts with other customers.

- * G. Whether the work instructions for a specific OH&S process are focused on efficiency:
Irrelevant. Efficiency is not the primary focus of an OH&S audit.
- ISO References:
- * ISO 19011:2018, Clause 6.6.1: Conducting the closing meeting.
- * ISO 45001:2018, Clause 9.2: Internal audit requirements.

NEW QUESTION # 37

Out of the following, which is not the Part of PDCA cycle of ISO 45001? Select the correct option, and then select Submit.

- **A. Environment Management Program**
- B. Treatment of Risks
- C. OHSMS Policy
- D. Analyzing OHSMS Performance Submit

Answer: A

Explanation:

The PDCA (Plan-Do-Check-Act) cycle is a core principle of ISO 45001 and many other management systems. It does not include environmental management, as ISO 45001 focuses on Occupational Health & Safety (OH&S), while environmental aspects are covered by ISO 14001.

Analysis of Options:

A . Treatment of Risks:

Correct. Risk assessment and control are part of the Plan phase.

B . OHSMS Policy:

Correct. The OH&S policy is established in the Plan phase.

C . Environment Management Program:

Incorrect. This is outside the scope of ISO 45001 and pertains to ISO 14001.

D . Analyzing OHSMS Performance:

Correct. Performance analysis occurs in the Check phase of the PDCA cycle.

ISO Reference:

Clause 0.3: PDCA model in ISO 45001.

NEW QUESTION # 38

When calculating an ISO 45001 third party initial audit duration, which two of the following statements are false?

- A. Consider the number of sites to be sampled
- **B. Incorporate the time taken to travel to/from the audit location**
- C. Think about the complexity of the organization's business
- D. Include outsourced processes
- E. Consider the number of functions related to OHS management
- **F. Include the time allocated for lunch breaks**

Answer: B,F

Explanation:

Comprehensive Detailed Explanation along with All ISO 45001 Audit Reference Analysis of Each Option:

A . Consider the number of functions related to OHS management.

True.

The number of functions related to OHS management directly impacts the audit duration. More functions require additional time for the auditor to review documentation, processes, and implementation across those areas.

Reference: IAF MD 5:2020, Clause 2.3.1 (factors affecting audit time).

B . Consider the number of sites to be sampled.

True.

For multi-site organizations, the number of sites to be sampled is critical in calculating audit duration. Sampling requirements are determined using guidelines such as IAF MD 1:2022 and depend on the complexity, size, and risks associated with each site.

Reference: IAF MD 1:2022, Clause 4.2.

C . Include outsourced processes.

True.

Outsourced processes that affect the OHS management system must be evaluated as part of the audit. This includes reviewing the

organization's control over such processes. Auditing these aspects impacts the audit duration.

Reference: ISO 45001:2018, Clause 8.1.4 and IAF MD 5:2020, Clause 2.3.1.

D . Include the time allocated for lunch breaks.

False.

Lunch breaks are not considered part of the audit duration as they do not contribute to the assessment of the management system.

Audit time calculations exclude non-working hours, including breaks.

Reference: IAF MD 5:2020, Clause 2.5.

E . Incorporate the time taken to travel to/from the audit location.

False.

Travel time is excluded when calculating the audit duration. While travel logistics are considered in audit planning, they do not count towards the total audit time.

Reference: IAF MD 5:2020, Clause 2.5.

F . Think about the complexity of the organization's business.

True.

The complexity of the organization's business, including the nature of hazards, risks, and legal obligations, significantly affects the audit duration. More complex operations typically require longer audit times.

Reference: IAF MD 5:2020, Clause 2.3.1.

Key ISO and IAF Reference:

ISO 45001:2018: Clause 9.2.2 (Audit Program).

IAF MD 5:2020: "Determination of Audit Time of Quality and Environmental Management Systems." IAF MD 1:2022: "Audit and Certification of Multiple Sites Based on Sampling."

NEW QUESTION # 39

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